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								Wee	k Ending:	June 19	9, 2010			
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Spraque, Shirley	Day: In – Out					575	50	965	105	300	500	820	120		
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Director's Signature:

William A. Hinton State Laboratory Institute

OVERTIME REQUEST FORM

This form is to be used to request and approve overtime, whether paid through an overtime rate or through comp time. The supervisor must anticipate and request overtime approval prior to the beginning of overtime work. The supervisor will keep the completed copy of the form and include it with the pay period's regular time and attendance records.

Name of Em	ployee: <u>/</u>	isted Belan	/ : -	Employee	#: <u>Liskel Bek</u> v
Department:	^ /	T 1			
Date(s) of ov	U	, 1	V. 1	•	
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# of hours re	quested: <u>//</u>	Stal Below		:	
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Supervisor:_		Jalem		Date	e: 6/16/10
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